

# **Hillsborough County Council of PTA/PTSA's Standing Rules**

The Hillsborough County Council PTA/PTSA shall from time to time adopt, amend, and rescind standing rules. No standing rule is in order if it conflicts with the bylaws, special rules of order, or the parliamentary authority adopted in the bylaws.

Standing rules may be adopted or suspended without notice by a majority vote at any meeting. Standing rules may be amended or rescinded at any meeting by either a 2/3 vote or a majority vote if prior notice of the specific change was given.

The adoption of any amendment to the bylaws or special rules of order shall automatically amend the provisions herein. Notwithstanding the automatic nature of any such amendment, the Council shall promptly incorporate such amendments in these standing rules.

## **MEETINGS AND FUNCTIONS**

1. If free use of a facility for meetings is not available, the rental contract must be approved by the Executive Committee.
2. Officers shall present written reports at each meeting. Verbal reports may be made in addition to the written report, but they shall not exceed two (2) minutes. All written reports must be copied to quorum standards.
3. Except as otherwise specified, the Executive Board shall have authority over Council meetings and functions.
4. Awards
  - (a) To qualify for any Council award, a PTA/PTSA must be located in Hillsborough County, have paid their Council, State, and National dues, and their bylaws must be current (renewed within the past 3 years). Applications from local units who do not meet this criteria shall be disqualified.
  - (b) Each high school may nominate one outstanding senior to be honored at Council's awards banquet, selected based on their own criteria, except that all nominees must be a member of the local unit nominating them.
5. Scholarships and Grants
  - (a) To qualify for any Council grant or scholarship, a PTA/PTSA must be located in Hillsborough County, have paid their Council, State, and National dues, and their bylaws must be current (renewed within the past 3 years). Applications from members of local units who do not meet this criteria will be automatically disqualified.
  - (b) Grants will be awarded, as funding allows, for the purposes of assisting local units to attend County, State, or National PTA events, or in providing programs at their local unit that support the PTA Objects.
  - © Scholarships will be awarded, as funding allows, to graduating high schools seniors who are members of their local unit. A minimum of one "Fred Rodgers" scholarship shall be awarded.

## **HOSPITALITY**

An annual fee of \$15.00 shall be requested from each local unit for hospitality at meetings, trainings, and Council functions (like Leadership Training, Reflections Reception, etc.)

## **FLOWERS & GIFTS**

The Recording Secretary shall send flowers, gifts, or donations to appropriate charitable organizations, not to exceed (\$50.00), to appropriate persons or their immediate families, in the event of a serious illness or death upon the request of the Council President and two officers.

## **CONVENTIONS AND CONFERENCES**

1. For State Leadership Convention – The President shall be sent by Council (if not sent by Florida PTA). The newly-elected officers shall select representatives to be sent by Council from the incoming board as monies allow, giving priority to the newer board members who would benefit the most from the training offered. As monies allow, the Legislative Chair and Vice President of Advocacy shall be sent by Council. If the budget allows for more delegates, the remaining elected officers shall be pooled and delegates drawn from that pool. If delegate slots are still available, the chairs shall be pooled and representatives drawn from that pool. For representatives who are not sent for the entire conference, Council will only reimburse for mileage and the lunch per diem for that day (or the main meal function if held during lunch on the day attending). If delegate slots are still available, the members at large and parliamentarian shall be pooled and delegates drawn from that pool. The officers shall have the discretion to send representative for all or part of the conference. Alternates shall also be drawn from the pools of names.

2. For State Legislative Events – The President, Legislative Chair, and Vice President of Advocacy shall be sent by Council as monies allow. If the budget allows for more representatives then the remaining elected officers shall be pooled and representatives drawn from that pool. If representative slots are still available, the chairs shall be pooled and representatives drawn from that pool. If representative slots are still available, the members at large and parliamentarian shall be pooled and representatives drawn from that pool. Alternates shall also be drawn from the pool of names.

4. For National Convention – The incoming president shall be sent by Council (if not sent by Florida or National PTA). To the extent that the individuals holding the following positions were not sent to the National Convention by Council in the prior year, the incoming administrative vice presidents (in their designated order) will be sent as monies allow. The officers shall have the discretion to send representatives. If delegate slots are still available, the chairs shall be pooled and delegates drawn from that pool. Alternates shall also be drawn from the pool.

5. When sending delegates to conventions and/or conferences, Council shall not exceed state guidelines for per diem reimbursement.

Registration

Pay full amount.

Lodging

Pay full amount with one person per bed per room.

(Council shall attempt to find roommates for Council delegates attending conferences and conventions. If Council cannot secure a roommate, the total cost of a single room will be paid by Council. Should a delegate choose not to have a roommate, Council will pay ½ of the room and the delegate shall be responsible for the remaining ½.)

#### Meals

Breakfast \$ 8.00

Lunch \$10.00

Dinner \$18.00

Mileage .445 per mile (driver only)

6. Council will pay the full cost of the featured main-meal function, provided the delegate/representative attends the convention/conference on that day; however, that meal per diem will not be given. If a delegate/representative wishes to attend other meal functions, the amount will be deducted from the total per diem amount and the remainder paid by the attendee.

7. If a delegate/representative is unable to attend, he/she must be excused by the Executive Board or a selected alternate must attend. If an alternate cannot attend and the delegate/representative is not excused, he/she shall be responsible for all expenses incurred by Council on their behalf.

8. All delegates/representatives who are funded by Council are required to attend all appropriate workshops, classes, general sessions, etc. unless excused by the President. A written report, plus copies of session/workshop materials, must be presented at the next scheduled Executive Board meeting after the conference.

#### **OFFICERS REIMBURSEMENT**

1. When sending officers to local units, events, meetings when in representation of HCC PTA/PTSA, Council shall not exceed state guidelines for per diem reimbursement.

Mileage .445 per mile (driver only)

- a. (Up to maximum of \$500 for the President, \$250 for VP of Areas and Regions and \$150 for all other officers for the school year.)
- b. To receive reimbursement, officers must provide documentation of mileage driven (Mapquest or similar is acceptable), including the specific reason for the travel.

2. President may submit for reimbursement of cell phone service. The max reimbursement cannot exceed \$15 per month.

**Adopted: 10/9/2014**